

**POSITION:** ASSISTANT MANAGER

**WORK WEEK:** 32 HOURS/ WEEK

**OPEN TO:** EFM's (Eligible Family Members), TCN's (Third Country Nationals) and American Citizens

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**RESPONSIBILITIES AND POSITION FUNCTION:** Candidate will assist the Manager in the USGERA commissary and at the Recreation Center. Candidate will be responsible for handling the administrative detail regarding the commissary which will include compiling the stateside orders in a timely fashion. Candidate will also be expected to assist in organizing events and happy hours and ensuring they are successfully carried out. Knowledge and working of bar and drink handling will be expected. Experience in menu ideas and expertise in organizing parties and functions will be a weekly task. Candidate will work under the close supervision of the USGERA Manager to ensure effective operations for the benefit of the US Embassy Community. Due to the nature of the job, working on weekends and holidays will be a routine expectation.

**REQUIRED QUALIFICATIONS:**

**EDUCATION-** High School Graduate. 2 year certificate or college degree in restaurant management and/or food administration

**LANGUAGE-** Full professional proficiency in English and French, both spoken and written. Knowledge of Arabic will be a definite plus.

**EXPERIENCE-** Must have at least 2 years experience in customer-oriented food service and business operations.

**SKILLS AND ABILITIES-** Excellent Communication and customer service skills. Administratively oriented with a business mind and an eye toward creative marketing to increase sales volume. Good working knowledge of computer programs such as MS Word, Excel and various small business accounting systems.

Applications are to be written in English and submitted to the USGERA Manager, American Embassy, Les Berges Du Lac, 1053, Tunis, Tunisia.

E-Mail applications can be sent to [powelln@state.gov](mailto:powelln@state.gov)

Fax: +216 71 965 318

Job Opening- Aug 21<sup>st</sup>, 2006

Application Deadline- Until Filled.